



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Open To Current City of San Diego Employees Only
Page 1 of 2**

**#P2399 WATER SYSTEMS TECHNICIAN SUPERVISOR
SALARY: \$3988 to \$4762, Monthly**

APPLY: **FIRST DATE:** June 20, 2003

LAST DATE: July 16, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

EXPERIENCE:

1. One year of full-time experience as a Senior Water Utility Supervisor.

-OR-

2. Two years of experience in any of the following City of San Diego classifications: Water Utility Supervisor, Plant Technician Supervisor, Plant Technician III, or Equipment Technician III.

-OR-

3. Five years of full-time experience constructing, repairing, and maintaining various components of water or other similar types of pipeline (4" or larger), distribution, collection, storage, filtration, transmission, or related systems. **Experience must also include maintenance and repair work on three or more of the following:** valves, pumps, piping systems, backflow prevention devices, meters, water storage systems, reservoir or related facilities.

CERTIFICATION: Grade D3 Certified Distribution Operator, Regular, Temporary, or Interim certification from the State of California, Department of Health Services is required at time of application. A valid certification must be held by the incumbent prior to the expiration of an interim or temporary certification. **(Copy of certification must be submitted with your application.)**

NOTES:

1. Applicants with **Interim certification** may submit a copy of their Training Information Management System [TIMS] record showing their Interim certification. The Water Department Human Resources will also provide the Personnel Department a print out of Interim certification of candidates who do not have a copy of their TIMS record.)
2. Applicants who do not have a current certification, but who have submitted an application for certification to the State of California Department of Health Services, may apply for this position, and will be placed **INACTIVE** on the eligible list until presenting proof to the Personnel Department of a regular or temporary Grade D3 Certified Distribution Operator certification from the State of California Department of Health Services.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

TEST OF SUPERVISORY ABILITY (TSA): You must have achieved a passing score on any City of San Diego Test of Supervisory Ability (TSA). If you have not taken the TSA exam, you may apply for this position, but you will be placed INACTIVE on the eligible list and not certified to the hiring department(s) until submitting proof of a passing score during the life of the list. **Application for the next TSA exam must be submitted by 5:00 p.m., July 2, 2003.** Future TSA exams may be offered. **NOTE: TO WAIVE THE TSA EXAM,** you must have one year of full-time **City of San Diego** supervisory experience. Qualifying supervisory experience should reflect responsibility for the full range of supervisory duties including employee selection, training, evaluation, commendations, and discipline. If you use Out-of-Class Assignment (OCA) supervisory experience to qualify, you must submit written documentation signed by your supervisor or payroll clerk, detailing the work you performed, dates, and total number of OCA hours.

DUTIES: Plan, coordinate, assign and supervise the work of multiple crews or a large unit of a division engaged in constructing, repairing, maintaining and installing various components of water storage, transmission, filtration and distribution systems, the size and duties of the units being such that the primary functions of the position are supervisory; assign daily work to crews and develop long term work schedules; develop work procedures and procedural guidelines; review and inspect work in progress in the field; investigate and recommend solutions and resolutions to employee problems and public complaints; determine staff, equipment and material needs for unit or crews; estimate costs and monitor the use of budgeted staff hours; prepare as-built sketches and read blueprints; prepare stock requisitions, work reports and equipment reports; keep records and maintain logs of work completed; enforce department regulations and safety procedures; train staff and develop training procedures, plans and programs; develop and assist in maintaining rotational programs; evaluate staff and provide necessary discipline and rewards and recognition to encourage peak performance; review time cards, and authorize leave and overtime; act for other supervisory personnel in their absence; and perform related tasks.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments required)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehension evaluation of the **Special Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, candidates will be contacted by the hiring department(s) for an interview.

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER